

CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

For additional information regarding this opportunity, contact:

Leo Gonzalez, Recruiter
leogonzalez@riversideca.gov
Human Resources Department
3780 Market St., Riverside, CA 92501
(951) 826-5922—Fax (951) 826-2552
www.riversideca.gov

Applications will be accepted until 5:00 pm on Friday, June 30, 2006. To be considered, please submit a City application. Applications are available online at: www.riversideca.gov Please reference Job Code 87603.

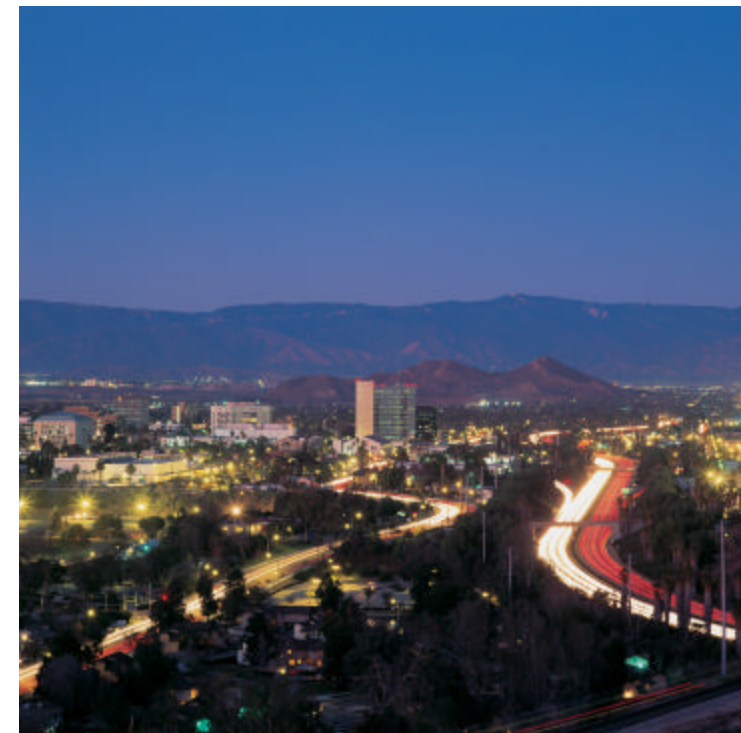
Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.

The City of Riverside

Is Seeking An Experienced And
Dynamic Professional To Serve As

COMMUNITY RELATIONS COORDINATOR



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITION



The Community Relations Coordinator will directly assist the Mayor and City Council in maintaining dynamic and positive relations with a diverse and growing Southern California Community. Also working in concert with the Human Relations Commission, the Community Relations Coordinator will play a pivotal role in achieving the City's vision for enhancing the inclusiveness and community-oriented focus which make Riverside the premier City in Inland Southern California.

INFORMATION

Typical duties may include:

- Provide the Mayor, City Council, and the City's Executive Team with insightful and timely information regarding key issues of interest to our culturally diverse and rapidly growing community.
- Provide high level and creative staff support for the Human Relations Commission and its broad range of community activities.
- Work energetically with City departments and divisions, other governmental agencies, and the private sector to enhance community relations.
- Facilitate development of goals and engaging programs for the Human Relations Commission.
- Respond to citizen inquiries for information pertaining to Community/Human Relations issues.
- Coordinate special City programs for community participation and/or dissemination of community information to the public.



THE HUMAN RELATIONS COMMISSION

Serving the City of Riverside since 1966, the Human Relations Commission is dedicated to bringing all people together providing insight, education, and understanding. The Human Relations Commission was created to ensure that all community members receive or participate in equal justice before the law, equal socio-economic and political opportunities, protection of dignity and integrity of every individual, responsible citizenship, responsive redress of grievances, equitable opportunities in health, housing, education and employment, respect and support of the law, education related to basic human rights and responsibilities, and reduction and eventual elimination of prejudice among people based on race, religion, national origin, sex, age, disability, or sexual orientation.

EDUCATION AND EXPERIENCE

The ideal candidate will possess the equivalent to a Bachelor's Degree from an accredited college or university with major course work in sociology, political science, communication, public administration, or a closely related field and have at least three years of work experience that includes responsibility for community relations and response to citizen concerns; the development, administration and delivery of social oriented community based programs; and working with culturally and ethnically diverse groups.

COMPENSATION

Salary is \$4,793 – \$6,664 monthly.* The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.



The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

It is the people that make Riverside special...

Our commitment to the Community makes Riverside great.